

**Instructions for Completing
FORM SPO-H-206H BUDGET JUSTIFICATION
PROGRAM ACTIVITIES**

Applicant/Provider:	Enter the Applicant's legal name.
Period:	Enter the time period for which this budget will cover; usually, this will cover a fiscal year.
Date Prepared	Enter the date this justification was prepared.
DESCRIPTION	Identify item(s) individually. Do not group by category titles.
AMOUNT	Enter the dollar amount of the item that will be charged to the budget for this service activity.
TOTAL	Enter total amount.
JUSTIFICATION/ COMMENTS:	Justify the need for the item, for delivery of this service activity. Enter additional comments. Attach additional sheets, if necessary.

BUDGET JUSTIFICATION PROGRAM ACTIVITIES

Applicant/Provider: XYZ Hawai'i, Inc.

RFP No.: ABC-123

Period: 07/01/95 to 06/30/96

Date Prep

Contract No. (As Applicable): DHS-97-001

DESCRIPTION	AMOUNT	JUSTIFICATION/COMMENTS
Client excursions	800	Transportation, admission & related costs for children's excursions.
TOTAL:	800	

SAMPLE